



JOB OPPORTUNITY BULLETIN

CLASSIFICATION: Staff Information Systems Analyst (Spec)
(2 Positions Available)

TENURE: Permanent

TIME BASE: Full Time

SALARY: \$5,295 - \$6,963

LOCATION: Information Technology Services, Sacramento

FINAL FILING DATE: UNTIL FILLED

DUTIES/RESPONSIBILITIES: Under the general supervision of the Manager of the Project Management Office (PMO), the Staff Information Systems Analyst (Spec) serves as an IT project analyst and/or project manager performing the full scope of complex and difficult analytical tasks to support the development and implementation of Commission business applications, modeling and IT infrastructure projects. The candidate must be able to apply and implement project management methodologies consistent with Project Management Institute Body of Knowledge (PMBOK) and the Department of Technology's IT policies.

DESIRABLE EXPERIENCE/QUALIFICATIONS:

- Experience managing multiple information technology projects
- Experience providing business analysis for information technology projects
- Experience with Microsoft Project Plans
- Excellent communication skills
- Experience with systems development lifecycle (SDLC) methodologies
- Strong interpersonal and customer relations skills
- Strong writing skills
- Ability to work independently and in a team environment with all levels of staff throughout the department

WHO MAY APPLY:

Interested applicants must submit a completed Standard State Application (Form STD. 678) to the address listed below. **Clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus/Reemployment, reinstatement, etc.), RPA #210-177 / 210-178 and Position #535-210-1312-001 / 009 in the explanation section of the STD. 678.** Applications will be screened for experience and only the most qualified will be contacted for an interview.

SUBMIT APPLICATIONS TO:

Personnel Services (RPA #210-177/210-178)
1516 Ninth Street, MS 3
Sacramento, CA 95814
Phone: (916) 654-4305

personnelservices@energy.ca.gov

**California Relay (Telephone) Service
for the Deaf or Hearing-Impaired**
From hTDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922

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